



Swiss
Cottage
School
Development &
Research Centre

Inclusive
Nurturing
Inspiring

Attendance Policy

Date policy reviewed:	June 2024
Person responsible:	Vice Principal & Assistant Principal
Committee responsible:	Provision & Wellbeing
Display/availability:	School Website
Review:	June 2025

Rationale

At Swiss Cottage we recognise the clear link between consistent attendance and academic achievement and pupil wellbeing. The whole school community has a responsibility for promoting excellent attendance; parents, pupils, governors and all school staff. Regular attendance at school is a legal requirement. As a school we expect the highest level of possible attendance from all students including those with complex needs.

Attendance rates for special schools are generally below those of mainstream schools because of the complex nature of some of our pupils' special needs. Unfortunately, some of our pupils are more prone to illness and hospitalisation. We will always work with families to support children to attend school, participate in school life or where appropriate access education at home, in hospital, hospice or specialist settings.

We also recognise the importance of close home-school partnerships in supporting our pupils' optimum attendance. Children who are not accessing school will be discussed at a fortnightly attendance meeting and where appropriate referrals should be made to the Early Help Team or if the child known to social care the Children and Young people with Disabilities Team and Camden SEN.

The class teacher will plan home based learning programs for children how are unable to access school, these are jointly agreed and led by the teacher but supported by the MAST and FIT. These programs are planned and reviewed half termly.

Section 1

Duties and responsibilities

Vice Principal

1. To have overall responsibility for whole school attendance.

Assistant Principals

1. To liaise with Senior Leadership Team (SLT), teachers and business team staff.
2. To monitor the process for pupil absences
3. To identify persistent absences and set individual targets
4. To liaise with families, and where appropriate an Education Welfare Officer or social worker to develop intervention packages for pupils with persistent absences
5. Publish regular reports for the appropriate committee of the GB.

Teachers

1. To keep accurate attendance registers at the beginning of each morning (any amendments for the afternoon sessions will also be recorded).
2. To indicate whether an absence is authorised or unauthorised using the agreed coding system (see Appendix 1)
3. To identify pupils with poor or irregular attendance and inform a member of the Senior Leadership Team
4. To maintain contact with families to communicate openly about attendance concerns

Parents & Carers

1. To ensure that their child attends school
2. To provide an explanation for any absences by phone or letter.
3. If you are experiencing difficulties in ensuring your child attends the school, please contact the office or Assistant Principal.

Section 2

Absences

The school accept absences for the following reasons:

- Illness
- Dental/medical appointments
- Religious observance
- Family bereavement or illness
- Term time absences for families with exceptional circumstances

The school will try to contact families where no information regarding the absence has been shared. This is to ensure the child's safety as well as their regular school attendance. If we

are concerned about aspects of a child's attendance or punctuality we will contact the family to discuss the best way forward._

Authorised Term Time Absences

In exceptional circumstances, families may need to request permission for their child not to be in school during term time. These requests will be made directly to the Head of School and permission will be given at their discretion following careful consideration of the child's age, the time of year, overall attendance pattern and the circumstances given._

Unauthorised Absences

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been approved. This type of absence can lead to the local authority using sanctions and/or legal proceedings.

The school will not authorise absence for day trips, visiting relatives, shopping or birthdays - unless in exceptional circumstances.

Children at risk of missing out on education

In mitigating circumstances, for example pupils experiencing significant medical concerns, pupils may attend Swiss Cottage on a part time basis; this will be arranged through agreement with the Head of School, SLT and local authority, involvement of key health professionals and reviewed regularly by the senior leadership team, and Family Inclusion Team.

Section 3

Monitoring

- Senior Leadership Team (SLT) will formally monitor attendance data every fortnight
- Assistant Principals and Safeguarding Leads will monitor the attendance data, and the impact of attendance intervention programmes each term and report any concerns to the SLT on a bi-weekly basis.
- Unauthorised absences will be followed up to ascertain the reason, ensure the proper safeguarding action is taken and to signpost to additional multiagency support. This may result in a referral being made to the Early Help Team or CYPDS/ Social Care. Authorised term time absences will be monitored separately.
- The protocol for pupils who fall into the lower percentage of attendance is as follows:
 1. Regular meetings and contact with parents/carers.
 2. Involvement of the MAST (multi-agency support team).
 3. Attendance monitoring from the school leadership team in conjunction with the Early Help Team and Social Care.
 4. If the above interventions are not successful and the attendance does not improve, a formal referral will be made to the Camden Lead for Attendance and their service will become activity involved in conjunction with Camden SEN.

Links with Other Swiss Cottage Policies:

- Home School Agreement
- Safeguarding
- Pupils with Medical Needs

Appendices

- Appendix 1 - Attendance Codes
- Appendix 2- Guide for parents
- Appendix 3 - Process for Monitoring Pupil Absence
- Appendix 4 - Absence letter
- Appendix 5 - Pupil Missing form Education/Guidance Procedures

APPENDIX 1 – Attendance Codes

Attendance & Absence Codes (Sept 2024)

If the pupil is present at the school their attendance is to be recorded by entering in the attendance register the code listed in the second column of Table 1 that corresponds to the circumstances as listed in the first column

Table 1

<i>Attendance</i>	<i>Code</i>
The session is a morning session and the pupil is present at the school when the attendance register begins to be taken.	/
The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken.	\
The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.	L

If the pupil is absent from the school so that they can attend a place other than the school in any of the circumstances listed in the first column of Table 2 their attendance is to be recorded by entering in the attendance register the code listed in the corresponding entry in the second column.

Table 2

<i>Attendance</i>	<i>Code</i>
The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(12) or section 42(2) or 61(1) of the 2014 Act.	K
The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.	V
The pupil is attending a place for an approved educational activity within paragraph (11) that is a sporting activity.	P
The pupil is attending a place for an approved educational activity within paragraph (11) that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil’s education.	W
The pupil is attending a place for any other approved educational activity within paragraph (11) .	B

If the pupil is absent and none of the circumstances listed in the first column of Table 2 applies their absence is to be recorded by entering in the attendance register the code listed in the second column of Table 3 that corresponds to the circumstances as listed in the first column.

Table 3

<i>Absence</i>	<i>Code</i>
The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	C1
The pupil is absent with leave for the purpose of attending a medical or dental appointment.	M
The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution.	J1
The pupil is absent with leave for the purpose of studying for a public examination.	S
The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend.	X
The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend.	C2
The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil.	D
The pupil is absent with leave for any other purpose.	C
The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.	T
The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs.	R
The pupil is unable to attend because of sickness.	I
The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13) .	Q
The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.	Y1
The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.	Y2
Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.	Y3
The pupil is unable to attend because they are in criminal justice detention within paragraph (14) .	Y5
The pupil's travel to or attendance at the school would be—	Y6

Absence

Code

(a)contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or

(b)prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.

The pupil is excluded from the school for any other reason.

E

The pupil is unable to attend because of any other unavoidable cause

Y7

The pupil is absent without leave for the purpose of a holiday.

G

The circumstances of the pupil's absence have not yet been established.

N

None of the other rows of this table applies, or this code is required to be used by paragraphs [\(7\)](#) and [\(9\)\(b\)](#).

O

APPENDIX 2 – Guide for Parents/Carers

1	<p>When does my child need to be in school? <i>School opens for pupils at 9.15am. Your child should arrive in school between 9.15am-9.30am</i></p>
2	<p>Does the school need letters explaining my child's absence or will a phone call do? <i>We would expect a parent to telephone or email the school on the first day of absence. If you do not contact us, we will try to contact you. This will be followed up with a letter requesting this information if we are unable to contact you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorize the absence.</i></p>
3	<p>What reasons will the school accept for absences?</p> <ul style="list-style-type: none"> • <i>Illness</i> • <i>Specialists or emergency medical appointments</i> • <i>Religious observance</i> • <i>Family bereavement</i> • <i>Term time absences for families with exceptional circumstances (see question 6)</i> <p><i>Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details.</i></p>
4	<p>What is intolerable? <i>The school will not authorize absence for day trips, visiting relatives, shopping or birthdays – unless in exceptional circumstances.</i></p>
5	<p>Will the school contact me if my child is absent? <i>The school will try to contact you, if we have not heard from you. This is to ensure your child's safety as well as their regular school attendance. If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.</i></p>
6	<p>Can we take term time absences? <i>If, in exceptional circumstances, you need to request permission for your child to not be in school during term time, you should write a letter to the Principal stating the reason why. The Principal has the right to refuse permission having given consideration to: your child's age, the time of year, overall attendance pattern of your child and the circumstances given.</i></p>
7	<p>My child is reluctant to come to school. What should I do? <i>Contact the school to discuss any concerns or worries. It is important that we identify the reason for your child's reluctance to attend school and work together to find best way forward.</i></p>

Appendix 3 - Process for Monitoring Pupil Absence

Before school:

Parents to inform school by phone/letter

Registration:

Teachers will complete the school register stating of the absence is authorized or unauthorized. Unauthorized absences will be reported using 'My concern'.

First day phone call home:

Teacher or, where appropriate, Reception Team will call the family to ascertain the reason for the absence. For any family who has been unable to be contacted a letter should go home.

Persistent Absences:

Lead for Safeguarding, in liaison with the Head of School, will contact the family to discuss the reasons for the absence and an action plan will be put in place to support. This will be treated sensitively and may require the involvement of multiagency professionals.

Appendix 4 – Absence letter

Date:

Dear Parent and/or Carer,

Re: Pupil absence

Your child has been absent from school today but we received no message from you regarding this, and we were unsuccessful in trying to contact you today.

We would be grateful if you could please confirm your child's absence by phone or returning the slip below stating the reason for absence.

Thank you.

Yours faithfully

Assistant Principal

✂ _____

For the attention of the Office

Absence Reply Slip

Childs Name: Date(s) of absence

Reason for absence (please circle):

- a) sickness
- b) medical appointment (please share evidence)
- c) other reason

(Please state other reason)

Signed: Date:

Child/young person on roll but not attending

School to attempt to make contact with the family within 1-3 days.

If absence persists – school to make efforts to engage with the family and arrange a home visit

Whereabouts known

Whereabouts unknown

Child and Family meets threshold for referral to Family Services and Social Work (FSSW) and MASH/ Early Help

Referral made to:
*Safeguarding Team
*Children Missing from Education Officer

Child stays on roll.

Child stays on roll.

Parents/Carers indicate they wish to Home Educate

Request made in writing to School and LA. Child /YP stays on roll until LA confirmation comes through

Child/young person moving out of country

Request from the family their new address and details of the new school.

Contact with the new school made (transition plan in place)

If without a placement, child stays on roll until new school is confirmed.

Referral made to Children Missing from Education Officer

Child/young person permanently excluded

LA notified on the day of exclusion

Parents/carers notified on the day of exclusion

Parents/carers invited for an exclusion meeting

Child/young person remains on roll

Family indicate they are moving

School requests and records details of the new family address and school.

If without a placement, child stays on roll until new school is confirmed.

If without a placement, child stays on roll until new school is confirmed.

Referral made to Children Missing from Education Officer

Child unable to attend for health needs

School requests arranges multi agency meeting (TAF CIN)

Home based learning programme agreed, shared with LA, CYPDS / SC and joint agreement signed

Six weekly reviews with network and family working towards phased re-integration.